

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NE-HPT-111-07
		募集締切日： Closing Date	17 Jan 07 1 st cut off: 6 Dec 06 2 nd cut off: 27 Dec 06
		発行日： Date of Issue	16 Nov 06
1.職種名 Job title (等級 Grade <u>4</u>／語学等級 LAD <u>N/A</u>) Counter Attendant Foreman A, #2039 (カウンター・アテンダントフォーマン A)		募集人数 No. of Recruitment <div style="font-size: 1.5em; text-align: center;">2 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Food Services Department H20 Food Court 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> IHA <input type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months) </div> <div> <input checked="" type="checkbox"/> HPT 時給 950 円 </div> </div>	
3.勤務時間 Work Schedule (週 30-40 時間制 hrww) 勤務日 Work Days 4 -5 days/week 勤務時間 Work Hours 6-8 hours between 0600-2130 休憩 Recess Period 45 min/ day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Serves as a working leader. Performs the full range of work in the trade involved and as pacesetter of the group of Counter Attendants performs the more difficult tasks as required. Is responsible for overall use and care of tools, equipment and supplies. Maintains group discipline and enforces safety regulations. Prepares, cooks and serves food/ soft drinks/ ice cream dishes to customers or to waiters over the counter. May serve food from a steam table, at a lunch counter or cafeteria. Receives payment from customer and makes change or issues food checks which are given to the cashier. May perform various other duties, such as selling candy, gum, cigarettes and others. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification / Physical Requirements a. Knowledge of customer service concepts and practices. b. Ability to cut with the use of a knife and to cook meat, fish and vegetables. c. Ability to operate a cash register, count cash and accurately make change. d. Ability to motivate, train and work effectively with subordinate employees. e. Ability to speak, read and write at elementary proficiency level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY From) http://hro.cnj.navy.mil * の記入は *Complete in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	Works on holidays and irregular schedule. 休日出勤および不規則勤務あり

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意） 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部(非従業員)からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間：月曜- 金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)

*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Ms. Baba

軍電 (DSN) 243-5149

PD No.: NEX-H20-002-PT

PD is accurate and current. Certified by Activity: tb

HRO: AH 11/13 kw 11/13

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

HPT-Hourly Pay Temporary (日本政府雇用・時給制臨時雇用従業員)

契約期間-1 年を越えない期間（その後更新の可能性あり）

交通費支給。勤務時間が週 30 時間以上の場合、社会保険の保障があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。